



MASTER COURSE OUTLINE

Prepared By: Briana Ross

Date: September 2017

COURSE TITLE

Clinical Procedures I

GENERAL COURSE INFORMATION

Dept.: MA

Course Num: 111

(Formerly:)

CIP Code: 51.0801

Intent Code: 21

Program Code: 381

Credits: 3

Total Contact Hrs Per Qtr.: 44

Lecture Hrs: 22

Lab Hrs: 22

Other Hrs: 0

Distribution Designation: General Elective GE

COURSE DESCRIPTION (as it will appear in the catalog)

This course is an introduction to medical assisting. It introduces basic clinical skills and medical front office skills as well as the importance of work ethics and interpersonal communications.

PREREQUISITES

Instructor permission required

TEXTBOOK GUIDELINES

Current Medical Assisting textbook that covers both clinical and administrative tasks

COURSE LEARNING OUTCOMES

Upon successful completion of the course, students should be able to demonstrate the following knowledge or skills:

1. Define the scope of practice for a medical assistant
2. Demonstrate the ability to perform basic adult vital signs
3. Demonstrate basic aseptic technique including proper hand hygiene
4. Demonstrate skill fluency for all procedures covered during the quarter
5. Demonstrate patient safety precautions
6. Document a patient's chief complaint, medications, allergies and vital signs accurately

INSTITUTIONAL OUTCOMES

IO1 Communication: Students will be able to demonstrate clear, effective communications with patients and members of the healthcare team in a variety of structured settings.

IO3 Human Relations/Workplace Skills: Students will demonstrate professional attitude and behavior when caring for patients and collaborating with other health care professionals at all times.

COURSE CONTENT OUTLINE

1. History of Medical Assisting/Scope of Practice
2. The Profession
3. The office environment

4. Telephone Technique
5. The Medical Record
6. Vital Signs
7. Assisting with Physical Examinations
8. Physical Therapy and Rehabilitation
9. Patient Education
10. Professionalism

DEPARTMENTAL GUIDELINES *(optional)*

Enrollment in MA 111 is dependent upon instructor permission. Mandatory orientation session to be held prior to first day of class. Final skills check off must be successfully passed in order to continue on in the clinical sequence. Minimum final grade of 2.0 in MA 111 required to continue on to MA 112. All immunizations must be completed by the end of the quarter (if a series is required then only the first immunization of the series is required by the end of the quarter). HIPAA exam must be passed prior to enrollment in MA 112.

PO5 and PO6 should be assessed.

DIVISION CHAIR APPROVAL

DATE